



STUDENT INVOLVEMENT & LEADERSHIP

Event Registration Guidelines for Fraternity & Sorority Life/Registered Student Organizations

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I. Introduction

The Event Registration Guidelines were created to assist students in the planning of safe and successful events and activities. These guidelines are meant to facilitate adherence to UAB's policies and procedures as well as state and local laws and regulations. Student Involvement and Leadership believes that students should drive the development of events. Student ownership of events should be guided by a set of best practices and policies to provide a level of consistency and to help build a culture of responsible hosting.

All registered student organizations as well as fraternities and sororities in good standing have the privilege of holding events on campus. Depending on the kind of event, you may need to complete the event registration form. The Event Registration Form is a tool used to help organizations connect with university officials in order to make their event planning experience efficient and seamless. The communication between the organization and university official will help the organization better understand university policies and procedures while allowing the university official the opportunity to learn more about the event and sponsoring organization(s).

II. Definitions

For the purpose of this policy, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

- a) **"Guest"** shall mean a person who is invited by the student group that is hosting the social event and the guests date or spouse.
- b) **"Member"** shall mean those individuals who are considered actives, new members, or associates in accordance with the student group's constitution or by-laws.
- c) **"Event"** shall be defined as any on or off-campus event that is organized/presented by registered student organization, fraternity or sorority. This includes any event sponsored by alumni/alumnae/graduate group that is promoted by or held in conjunction with the undergraduate or graduate student group.

- d) “**Student Groups,**” “**organization**” or “**student organization**” means any group of students who have complied with the University’s formal requirements for recognition as a student organization.

III. Conditions Requiring Registration

Registration of an event with the Office of Student Involvement and Leadership is the sole responsibility of the student organization(s) sponsoring the event. If the event meets one or more of the criteria below you are required to register the event with the Office of Student Involvement and Leadership:

- a) Events or activities where alcohol will be present* - *Please refer to UAB’s official Guidelines for Hosting Off Campus Events with Alcohol for Student Groups for a complete list of guidelines. These guidelines can be found on B-Sync under the “files” tab in both the Fraternity & Sorority Life and IOC portal.*
- b) Events where there is outdoor amplified sound*
- c) Events where there will be a guest speaker (outside of a standard meeting time)
- d) Events that are held in a venue with a capacity of 100 or more people*
- e) Events that are open to individuals who are not affiliated with UAB
- f) Events where money is collected
- g) Any event taking place off campus*
- h) Political campaign events (this does not include voter registration drives)
- i) Events where contracts are involved*
- j) Outdoor recreation events (this does not include intramurals conducted through UAB’s Campus Recreation Center)
- k) Other events or activities may be required by appropriate campus departments under special circumstances.

**Event requires an advisor or university official to be available to respond in case of an emergency*

All events and activities held on Sundays through Thursdays must end by 12:00 AM (midnight). Friday and Saturday events and activities must end by 2:00 AM.

1. The University reserves the right to limit the number of events requiring UABPD or approved security personnel based on the number of events scheduled at a given time.
2. For safety and security reasons, the University may, in its sole discretion, limit the number of registered events allowed to take place at one time on campus. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, approved events will be allowed to go forward in the order they were registered.
3. If a group is found to be operating an event in a manner that is inconsistent with the way the event was registered the group (and possibly individual members) will be referred to the Non-Academic Student Code of Conduct Officer.

4. Student Groups will not be permitted to register or host events during UAB designated holidays.
5. Student Groups will not be permitted to register or host events during the university designated week for final examinations.

IV. Registration Process

All organization events (outside of regularly scheduled meetings) must be registered with the Office of Student Involvement and Leadership **at least three (3) weeks before the event**. Events registered less than three (3) weeks prior to their scheduled date may not be approved, regardless of the amount of money the group has already invested in the event. Student Organizations are responsible for ensuring that the event has been approved through the appropriate channels (Catering, Facility Reservation, Student Housing & Residence Life, etc.). A venue for the event must be secured in advance of submitting the Event Registration Form. Completing the Event Registration Form does not take the place of reserving a space for the event or completing a request for catering.

Events should be registered by completing the Event Registration Form. The Event Registration Form can be found on B-Sync in your organizations portal under the forms tab. The form can also be found by going to <https://orgsync.com/12771/forms/214177> on any Internet browser.

The Event Registration Form can be found on B-Sync (uab.edu/bsync). Any active member of a student organization can navigate to the forms section of the IOC or Fraternity & Sorority Life portal and complete the Event Registration Form.

All events must be approved by the organization's advisor prior to completing the Event Registration Form. Organizations will be required to provide their advisors name and contact information when completing the form. The form will be reviewed and approved or denied within two (2) business days of being received by the Office of Student Involvement and Leadership. Confirmation of approval or denial will be sent to the individual who submitted the form.

V. Event Planning Timeline

When planning an event at UAB, there are several steps an organization should take to maximize the event's success. This timeline provides a standard checklist for your program/event. Please know that this is a **suggested** timeline and some events may require your planning process to start further in advance.

6 months in advance:

- Space reservation opens for the following semester
- Review Event Registration Guidelines to see if your event is one that needs to be registered with the Student Involvement and Leadership office
- Reserve space and any necessary support services (audio, visual, etc.)

6 weeks in advance:

- Complete Event Registration Form if you haven't already
- Request catering and confirm menu/Complete catering exemption process and confirm menu with outside caterer if applicable
- Request security, if needed

4 weeks in advance:

- Reserve any necessary equipment (tables, card swipes, coolers, etc.) from Student Involvement and Leadership
- Submit event details to the master calendar on B-Sync

2 weeks in advance:

- Distribute marketing materials - fliers, digital signs, GreenMail submissions, etc.
- Confirm space setup
- Confirm catering headcount

VI. Security & Law Enforcement Personnel

Any organization hosting an event where alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol.

The number of security personnel required for an event will be determined by the following:

****Please note: A minimum of two (2) security officers are required for any event requiring security.***

- Events or activities where alcohol is present
- Events that are held in a venue with a capacity of 100 or more people
- Events creating potential traffic congestion
- Events presenting a potential health or safety hazard

The Office of Student Involvement and Leadership may, in its sole discretion, require an organization to have security and the event if they believe a safety or security concern exists. If a group is found to be operating an event in a manner that is inconsistent with the way the event was registered, the group (and individual members) will be found in violation of the Event Registration Guidelines and be referred to the Office of Student Involvement and Leadership.

Certain locations require security regardless of the type of event being hosted. Due to policies within these individual facilities, security will be required if your event is outside of the building's operating hours in the following facilities:

- Volker Hall
- Alumni House
- Edge of Chaos

Organizations are permitted to hire security personnel for security reasons. UABPD must be contacted immediately (include UABPD non-emergency phone number) anytime law enforcement is needed to assist in managing a situation.

VII. Protocols for Violations

The sponsoring organization will develop and implement appropriate training for all members of their organization on the Event Registration Guidelines, the Guidelines for Hosting Off Campus Events With Alcohol for Student Groups, the Non-Academic Student Code of Conduct and any state/local laws relating to alcohol. The dates and a description of the training, including who attended and materials shared, must be provided to and approved by the Office of Student Involvement and Leadership at the beginning of each academic semester before a social event involving alcohol is registered.

Student Involvement and Leadership registers and reviews all events with the goal of empowering and supporting student organizations to plan and offer events that are both fun and safe. University policies and procedures exist to assist students in managing events safely. Student Involvement and Leadership staff is available to assist organizations in effective event planning and management.

Violations of these event planning policies and management procedures will be handled according to the procedures set in place by Student Involvement and Leadership. Related files and communications are maintained in Student Involvement and Leadership, separate from the University's conduct system. If an event violates the Non-Academic Student Code of Conduct or if any law enforcement agency issues an incident report, the matter will be referred to the Office of Student Advocacy, Rights and Conduct, which may result in disciplinary action. The Non-Academic Student Code of Conduct can be found online in the University's Policies & Procedures Library (<http://www.uab.edu/policies/Pages/default.aspx>)

Any student group found not in compliance with the Event Registration Guidelines will be required to meet with the appropriate advisor within the Office of Student Involvement and Leadership. Accountability could come in the form of the organization losing its privileges including, but not limited to, the ability to reserve space, rent equipment, request funds from USGA, etc.

In addition to any disciplinary action by the university, student groups or organizations that are member organizations of either local or inter/national groups governed by inter/national organizations may also be subject to disciplinary action by those local or inter/national councils or groups for violations of these guidelines.

Any potential violation of these Event Registration Guidelines should be promptly reported to the Office of Student Involvement and Leadership, where it will be addressed pursuant to the Non-Academic Student Code of Conduct.